

**NORTH WEST INDIAN SOCIOLOGICAL ASSOCIATION
(NWISA)**

Constitution

Memorandum of Association

1. The name of the association shall be **North West Indian Sociological Association**. Henceforth, the term **association / NWISA** in this document will be used synonymously with **North West Indian Sociological Association**.
2. The Headquarters of the association shall be located at the **Department of Sociology, Panjab University, Chandigarh**.
3. The association, an academic, non-political and non-profit making organization, stands for the realization of the following **aims and objectives**:
 - a). To promote study of sociology and sociological problems in the **states of Punjab, Haryana, Himachal Pradesh, Jammu and Kashmir and the Union Territory of Chandigarh**.
 - b). To promote interaction and exchange of ideas among scholars carrying out sociological studies in the states and the Union Territory specified in (a) above.
 - c). To publish a **Journal** containing outstanding research articles on various sociological issues and a **News Letter** for the dissemination of information about the work done by the members of the association and the activities organized or to be organized by the association from time to time.
 - d). The association shall hold an **Annual Conference / Seminar** in one of the **constituent Universities** of the **states and the UT** specified in (a) above on rotation or voluntary basis in furtherance of the aims and objectives of the association.
 - e). To monitor and coordinate research in the areas of wider societal relevance, the association shall have **Research Committees (RCs)**.
 - f). The association shall promote interaction with other professional associations and societies in India and abroad.
4. **The Managing Committee (i.e. the Governing Body)** shall consist of elected members, namely the **President, Secretary, Treasurer** and **ten members** of the **Executive Committee**. The election of these offices and executive members shall be held after every two years. Henceforth, the term **Managing Committee** will be used synonymously with **Governing Body**.

The association also declares that:

a). The income and property of the association shall be applied solely towards the promotion of the objectives of the association as set forth in the Memorandum of Association and no portion there of shall be paid or transferred directly or indirectly to the members of the association.

b). No member of the Managing Committee i.e. the Governing Body, of the association shall be appointed to any salaried offices of the association or any offices of the association paid by fees, that no remuneration shall be given by the society to any member of such Managing Committee except repayment of out of pocket expenses and interest on money lent or rent of premises / demised by the association.

c). The association by its constitution is required to apply its priorities, if any or other income in promoting its objectives.

d). If upon winding up or dissolution of the association there remains after satisfaction of all other its debts and liabilities, any property whatsoever, the same shall be given or transferred to some other Institution having objectives similar to the association at or before the time of dissolution.

Rules and Regulations

North West Indian Sociological Association is purely an academic, non-political and non-profit making organization. It stands for the promotion of discipline of sociology and studies of sociological problems in the states of **Punjab, Haryana, Himachal Pradesh, Jammu and Kashmir and the Union Territory of Chandigarh.**

Membership and Terms of Admission:

To begin with there will be **five classes of members:**

a) All the members who entered in the register of the association before the date of its formal registration under the Societies Registration Act with the Registrar of Firms and Societies, U.T., Chandigarh shall be the **Foundation Members.**

b) A person holding a University Degree in the discipline of Sociology and other approved allied disciplines is eligible to become a **Life Member**, provided that (i), the person has obtained the University Degree, Or (ii), is working in the states and the Union Territory as specified in the introduction above, Or, engaged in research work on the states and Union Territory specified in the introduction above. **The Life Membership fee is Rs. 500.00, payable in one sum.** He or she will be admitted as Life Member by the Managing Committee with two-third members approving the application.

c) Any **person**, from the states and the Union Territory specified above in the introduction and is **settled abroad** and falls within the above categories specified in the clause (b), desirous of becoming a **Life Member** may be admitted by the **Managing Committee** having approval of two-thirds of its members. **The fee for such members shall be US \$ 100.00, payable in one sum.**

d) Any person can become an **Ordinary Member** by paying a fee of Rs. 200.00 at the time of first entry. The membership is renewable every year by making a subscription of Rs. 100.00. Non payment of subscription will automatically amount to cancellation of membership. The admission of such members shall be allowed by the **Managing Committee** with two-third of its members approving the application.

e) Any regular / full time student of sociology (M.A./ M.Phil./ Ph.D.) can become a **Student Member** by paying an entry fee of Rs. 100.00. The membership is renewable by paying Rs. 50 per annum. Student Membership application shall be entertained only through the head of the institution of enrolment. But they will not have any right to vote in the elections or other matters in which the voting will be required.

Patron(s)

The association has the provision of having **Patron(s)** from amongst the **distinguished academicians** and **senior citizens**. The subscription to become a patron is Rs. 5000.00 for life time. The admission of such persons shall be approved by minimum two-third majority of the members of the **Managing Committee**.

Payment of Subscription

All subscriptions are payable in advance. The category of members whose membership is subject to renewal every year are to make payment of renewal fee in advance. However, the association will send a notice after the lapse of two months to the defaulters. In case of no reply the **Managing Committee** is empowered to remove such a person from the primary membership of the association.

All the subscriptions are payable in the month of January every year.

Management and Managing Committee

The affairs of the NWISA shall be managed by the Office Bearers, Members of **Managing Committee** and the **Editorial Board**.

The **Managing Committee** shall consist of the President, the Secretary, the Treasurer and other ten members elected by the General Body consisting of Foundation Members, Life Members, and Ordinary Members.

✓ The term of Office of the Office Bearers and Members of Managing Committee will be two years.

✓ The Managing Committee can co-opt not more than five (non-voting members) from amongst any category of membership specified above.

✓ Only the Foundation Members and Life Members will have the right to contest elections.

No member of the Managing Committee will be appointed as a salaried officer of the association. However the Managing Committee shall reimburse any money spent by a member on association's affairs, or repayment of out of pocket expenses and interest on money lent or rent for premises/demised to the society.

The meetings of the managing Committee and Editorial Boards shall take place at the time and place fixed by the President in consultation with the Secretary. The business may also be transacted by circular as and when the President, the Secretary and minimum fifty percent members of the Managing Committee think it is essential. The quorum shall be constituted by fifty per cent of the strength of the voting members of the Managing Committee.

✓ The President and the Secretary of the NWISA shall arrange the election of the new managing committee in time. The election information will be sent to all the members at least 45 days in advance with full details of dates for filing papers for elections, scrutiny, withdrawals, election date, declaration of results and other related matters.

✓ The Managing Committee shall appoint an **Election Officer** with the approval of two-third of its members.

The Managing Committee may appoint any special Committee to carry on the functions of the association from time to time.

The Secretary of the association shall carry on all the correspondence and the unspecified business of the association under the direction of the President and shall have the power to spend from the General Fund of the association as may be sanctioned by the President with or without previous sanction of the Managing Committee.

General Body

The General Body of the NWISA will be constituted by the Foundation Members, Life Members, and the Ordinary Members. The meeting of the General Body will be held every year. A notice to this effect will be sent one month in advance.

To complete the **quorum** the presence of two-third members will be essential. To take decisions on certain matters, in case of voting, the majority votes will be accepted provided the minimum requirement of quorum is met.

The meeting of General Body in general shall be held on the second or the third day of the annual conference or seminar of the society.

Non-voting members can also attend the General Body meeting.

Rights of Members

i) All the Life Members of the association who are on its register for not less than one year shall be entitled to receive at their registered address the Journal of the association free of cost or at the nominal price as decided in the General Body meeting from time to time. The cost / subscription of the Journal for other members including non-voting members, individuals, institutions shall be decided by the Managing Committee from time to time. The proceeds of sale, if any, shall be put in the publication funds of the association and shall be utilized for the publication purposes.

ii) Only Foundation Members, Life Members and Ordinary Members will be entitled to vote. The voting right may be exercised either in person or by mail, as the case may be, for any business and electing the Managing Committee, provided that these members have been on the register of the association for not less than one year.

iii) Only Foundation Members and Life Members who have been on the association's register for not less than one year are eligible to contest election as Office Bearers or as Members of Managing Committee.

Expulsion of a Office Bearer or a Member

i) The association reserves the right to expel any Office Bearer or a Member, provided the charges of mis-conduct, anti-association activities and any other such charge which damages the image and the reputation of the association, are proved to the satisfaction of the Managing Committee. The final approval of expulsion of any Office Bearer or a member shall rest with the General Body with not less than two-third of its members.

ii) In case of no-confidence motion comes up against any Office Bearer(s) or member(s) of Managing Committee, the final decision to remove that Office Bearer(s) or Member(s) of Managing Committee and to dissolve Managing Committee shall rest with the General Body with not less than two-third of its members.

Editorial Board and Publications

i) The Editorial Board of the association is to bring out the Journal and other publications shall be composed of (a) five members nominated by the President in

consultation with the Managing Committee, (b) the President, the Secretary and the Treasurer, who shall be ex-officio members, and a Managing Editor to be nominated by the Managing Committee from amongst the members for a period of two years.

ii) In addition to the Editorial Board there shall be an Editorial Advisory Committee whose members shall be nominated by the Managing Committee for a period of two years.

iii) There shall be two types of Journals to be brought out by the association every alternate year. First General Issue consisting of articles on contemporary issues. Second, Special Number based on a specific theme.

iv) The expenditure on the publication of the journal shall be met out of the publication funds of the association. The treasurer shall make all the payments or cost incurred on the publication.

v) The said payments and the receipts shall be audited by the auditors of the association in the same manner as disbursements from the General Funds of the association. The audited statement of accounts shall be presented to the Managing Committee and the General Body along with the other accounts of the association.

vi) To maintain the quality of publications all the Articles/ Research Papers/ Book Reviews and Communications received from contributors shall be sent to experts for evaluation. In case of rejection of the article, the comments of the expert shall be provided to the concerned scholar without disclosing the name and the address of the expert.

vii) The experts shall be entitled to an honourarium as fixed by the managing Committee from time to time and as per the amount of work entrusted to the expert concerned.

viii) The name of the Journal of the association shall be decided by the Editorial Board, the Managing Committee which shall be finally approved by the General Body. It shall consist of Research Articles, Book Reviews and Communications from the constituent Universities of NWISA and other Universities. The space for each section shall be decided by the Editorial Board and the Managing Committee.

ix) The Managing Committee reserves the right to include material related to advertisements and other notices of wider interest of the members in the Journal and News Letter of the association.

Funds and Accounts of the Association

The funds of the association will be divided into three parts:

i) General fund of the association collected through membership subscriptions of all categories of members.

- ii) The conference / seminar funds shall be raised through registration fee and specific donations and contributions earmarked for the holding of conferences and seminars.
- iii) The Publication Fund of the association collected through publication grants of the academic funding agencies, advertisements included in the association's Journal, News Letter and other publications.
- iv) The formation and composition and administration of other Funds, if any, shall be decided by the Managing Committee, whenever the need arises.
- v) All the funds will be deposited in a Bank at Chandigarh under a separate account maintained for the regulation of different category of funds of the association.
- vi) To promote the objectives of the association, its funds shall be raised through membership subscriptions, funding by other agencies (ICSSR, UGC, Host University, International Organizations, State Governments and their departments, and Voluntary Agencies for the holding of seminars and conferences and advertisements included in the Souvneir to be brought out on such occasions. The funds will be spent only in the pursuit of the main objectives of the association.
- vii) All the accounts of the association will be subjected to annual auditing.
- viii) The auditor or auditing agency will be appointed by the Managing Committee on three year contract basis.
- ix) The accounts of the association will be maintained by the Treasurer who shall make available to the auditor the papers and information required for the auditing purpose.
- x) The statement of accounts duly signed by the President, the Secretary and the Treasurer along with that of the auditor will be sent to all the members at the end of every financial year i.e after March 31.
- xi) The accounts of the association in the Bank shall be operated by two of the three office bearers- the President, the Secretary and the Treasure.

Amendments of Rules and Regulations.

- i) The amendment of any of the rules and regulations of the association shall be first proposed to the Managing Committee which after completing all the requisite modalities shall place the matter before the General Body for its approval. The approval shall have to be accorded by two-third majority of the members of the General Body.
- ii) In case of any amendment is to be carried out by the General Body a notice to this effect shall be sent to all the members at least one month in advance along with names of the members proposing the changes.